

COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

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Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Reed Cook

Employing Office/Committee: Senate Commerce Committee

Travel Expenses Paid by (List all sources): Microsoft Corporation

Travel Date(s): May 29th-31st, 2019

Description/Title of Attached Forms: Trip invitation.

Purpose of Amendment (describe the reason for amending original submission): To supply the invitation.

9/6/19
(Date)

Reed Cook
(Signature of Traveler)

Cook, Reed (Commerce)

From: Microsoft Staff Visit 2019 <staffvisit19@microsoft.regsvc.com>
Sent: Thursday, April 25, 2019 4:48 PM
To: Cook, Reed (Commerce)
Subject: You're Invited! - ACTION REQUIRED TO ATTEND
Attachments: Additional Page.docx; Microsoft Congressional Staff Trip_Senate Ethics_May 2019_SIGNED.pdf; Microsoft May Congressional Invite List.xlsx; Staff Congressional Visit Agenda.pdf

Greetings Reed,

Microsoft is pleased to invite you to an upcoming opportunity to visit our headquarters in Redmond, Washington on Thursday, May 30th, 2019. You will have a chance to visit with Microsoft's experts and researchers, demo Microsoft's latest technology, and discuss tech policy and its implications on innovation.

This invitation includes a full agenda and ethics forms to be submitted for approval. **To complete your registration and reserve your space, immediately respond to this email and submit the attached forms to Ethics for approval.** Once you have received your approval from Ethics, you will return a copy of your email approval to the MS Congressional Staff Visit Logistics Team (email listed below) who will then begin to book travel at that time.

We will take a limited number of members on a first come, first serve basis to sign up for this event, and will let you know if your RSVP has been confirmed based on attendance.

Do not hesitate to reach out to StaffVisit2019@microsoft.regsvc.com with questions on the Microsoft Congressional Staff Trip, including the overall logistics and the ethics process.

Please RSVP by April 26th with your availability.

We look forward to hosting you in the Pacific Northwest

Thank you,
Kelly Eaton

Director, Microsoft

Microsoft Congressional Staff Visit 2019